



18th Annual Employee Arts and Crafts Show
March 5-9, 2012
VU 565

EXHIBITOR GUIDE

- ✓ **Entry Forms, Hold Harmless Agreement and Gallery Labels**
These forms are now online. <http://www.wvu.edu/depts/artscraftshow/>
Deadline for entry is **Tuesday, February 21.**
- ✓ **Hold Harmless Agreement**
Please return the signed Hold Harmless Agreement(s) by campus mail (MS 9044), fax (x3037) or bring with you when delivering your artwork.
- ✓ **Arts and Crafts Show Dates / Times**
Monday, March 5, 11 a.m. – 5 p.m.
Tuesday-Thursday, March 6-8, 11 a.m. – 4 p.m.
Friday, March 9, 11 a.m. – 1:30 p.m.
- ✓ **Opening Reception**
Monday, March 5, 3-5 p.m., Viking Union 565
- ✓ **Delivery of Artwork**
Deliver your work, ready to hang or display, on **Friday, March 2**, from **Noon–2 p.m. at VU 565** (location of the show), where you will be issued a Claim Ticket for each piece displayed. For special arrangements, please contact Nancy Phillips (x3407).
- ✓ **Artist Statements (Optional)**
Artist statement(s) may be displayed. Please bring 8-1/2" x 11" ready to present at the time the artwork is delivered on March 2.
- ✓ **Retrieval of Artwork**
Please pick-up your work following the conclusion of the show on Friday, March 9, between 1:30 and 3:00 p.m. **Entries may not be removed from display until 1:30 p.m. on March 9.**
- ✓ **Parking – Drop-Off and Pick-Up**
20 minute permits are available for entry drop-off and pick-up on the VU Service Road, on both March 2 (drop-off) and March 9 (pick-up).
Call in advance for a permit: Nancy Phillips (x3407).

QUESTIONS?

Nancy Phillips nancy.phillips@wvu.edu (x3407)